



View Security Reports: Users by Access Groups (FI)

To view users by access groups (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **Users by Access Group (FI)**. The *Users by Access Group (FI)* page appears.
4. Select **Yes** or **No** for a Report with Children.



Application Tip

Select the **Yes** option to generate a report that contains data for the selected Financial Institutions as well as all of the lower level Financial Institutions. Select the **No** option to generate a report that contains data only for the selected Financial Institution.

5. Select a **Report Format**.





Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.



Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Select the **Financial Institution** for the users you would like to view. The report appears in a new window.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.